

**In the Matter of the Liquidation of
NOBLE TRUST COMPANY & AEGEAN SCOTIA HOLDINGS, LLC**



REQUEST FOR PAYMENT CLAIM FORM INSTRUCTIONS

➔How to File a Claim Related to the Noble Trust Company and Aegean Scotia Holdings, LLC Liquidation

Below you will find a description of the Liquidator's claim's process along with a list of information the Liquidator requests from you when filing your claim. You will also find a list of helpful contacts in the event that you have a problem with the claim form.

- ✦ **You must submit your Claim Form by mail or delivery service so that is actually received by us no later than August 10, 2008. We cannot accept delivery by e-mail, facsimile or any other electronic means.**
- ✦ **Claimants are encouraged to send the Claim Form via certified mail, return receipt requested.**
- ✦ **The Liquidator reserves the right to ask the Claimant for additional information, including supplemental documentation.**
- ✦ **Knowingly filing a claim that contains false or misleading information is a crime.**

➔Liquidator Claim Process


- ✦ Upon receipt (by mail or delivery service) of a fully completed Claim Form, the Liquidator's staff conducts an initial review to ensure that the Liquidator has jurisdiction over the particular claim and that the written submission includes all the required information. Once the Liquidator's staff has reviewed the submission, the process will begin to determine validity of the claim and how to process any payments due the complainant.
- ✦ Remember, we cannot act as your attorney or provide legal advice.
- ✦ The Liquidator will do whatever he can to assist you in resolving your claim. In order for us to assist you, your claim must be on the Request for Payment Claim Form with the proper documentation. The more complete the information submitted, the faster your claim will be processed.
- ✦ Please use the Request for Payment Claim Form available in either fillable Word  or fillable PDF  format. Select the format which works best for you.

- ✦ Your supporting documents should also include the following information and/or documents:
 - Your telephone numbers, home, work, and cell phone
 - Email address
 - The name and address of the specific entity involved (either Noble Trust Company or Aegean Scotia Holdings, LLC)
 - Account numbers, if applicable
 - Copies** of pertinent documents (do not send us originals)
 - A statement describing the relief you are seeking
 - Dollar amounts involved
 - Date of transaction
 - Indicate whether you have already complained directly to the institution prior to the liquidation order and, if so, whether by mail, by phone or in person and the nature of their response. In addition, please include the name of the person you spoke with and when you spoke with them.
 - Has this matter been submitted to another agency or attorney? If yes, provide name and address.
 - Is there a court action pending whereby you are a named party?
- ✦ Include legible photocopies of the most important or relevant documents (for example: promissory notes, account agreements, statements, and the like). Be sure to copy both sides of two-sided documents.
- ✦ Please do **not** enclose original documents. These are important papers, and you should keep the originals in your possession. If originals are sent, we will make every effort to return them to you. However, we cannot be responsible for original documents enclosed with claim.
- ✦ While all formal claims **must** be in writing, the Liquidator's staff is also available to answer inquiries. You may contact us by phone, mail, fax or e-mail as follows:

By Telephone: (603) 626-1180

By Mail: Noble Trust Company in Liquidation
 c/o P.O. Box 2765
 Concord, NH 03302

- ✦ For additional information, please check www.nh.gov/banking.

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